



# COMMONWEALTH OF VIRGINIA

DIVISION OF PURCHASES & SUPPLY (DPS)  
1111 East Broad Street, Richmond, Virginia 23219

## Contract Number ADSP016-169897 Mailroom Equipment Supplies & Maintenance

CONTRACT PERIOD	September 1, 2018 through May 14, 2022
CONTRACT TYPE	Mandatory Statewide
RENEWAL(S) REMAINING	1 one-year
AUTHORIZED USERS	Commonwealth of Virginia state agencies, institutions of higher education & other public bodies as authorized and defined in the Code of Virginia §2.2-1110, 2.2-1120, and 2.2-4301
CONTRACTOR & eVA ID#	Pitney Bowes, Inc. & E3217
CONTRACTOR(S) POINT OF CONTACT	Clay Rushing   Phone # 251-644-3404 Email: <a href="mailto:clay.rushing@pb.com">clay.rushing@pb.com</a>
MINIMUM ORDER	N/A
PAYMENT TERMS	Net 30
DELIVERY	F.O.B. Destination
DPS CONTRACT OFFICER	Calisha Williams, CPPB, VCO   Phone # 804-786-5414 <a href="mailto:Calisha.Williams@dgs.virginia.gov">Calisha.Williams@dgs.virginia.gov</a>
COMMODITY CODE(S)	60071
LAST UPDATE & PURPOSE	Update May 5, 2021 Renewal

### **INFORMATION:**

1. Ordering Method: All Authorized Users placing orders against this Contract must place purchase orders through eVA.
2. Purchase Order Information: When placing an eVA order, follow the Buyer Guide. This guide may be found on eVA (Click on "I Buy For Virginia", then on "eVA Buyer Training", then on "Buyer Guide").
3. Authorized User Acceptance: Inspection and acceptance upon delivery and approval of Contractor's invoice is the responsibility of the receiving Authorized User.
4. Options: Using and eA Purchase Order to Record a postage purchase proceed as follows:

"You may elect to record a postage transaction amount in eVA for purchase of postage from USPS by selecting **United States Postal Service** as the vendor. Use the default selection RO1 in the PO category area on the requisition screen. **Note: Using this method only records the purchase of postage in eVA to indicate the commodity spend amount.** eVA does **not** transmit orders directly to USPS. Orders must be hand delivered/regular mail /overnight with payment in order to receive postage. Agencies are not charged eVA fees for recording a postage purchasing from USPS through eVA.

**This document is provided only as a summary of the Contract. A complete and official copy of the Contract and any associated changes are available on the eVA State Contracts webpage OR at the offices of the Division of Purchases and Supply.**

**Contract Summary: ADSP016-169897**

**Do not** issue purchase orders in eVA to Pitney Bowes for postage.

## **OVERVIEW:**

### **Important message for \*State Agencies\***

- State Mail Services (SMS) is a unit of the Department of General Services that operates courier routes to agencies throughout the **Richmond metropolitan area** to deliver and collect USPS and inter-agency mail.  
Agencies located in the **Richmond Metro area** that may wish to lease or purchase a postal system should consult with SMS prior to making a commitment. SMS can assist with determining if SMS services can meet the agency's need or may be able to assist in determining equipment and service that is appropriate for the agency's mail volume. For more information on SMS services, contact: e-mail: [StateMail@dgs.virginia.gov](mailto:StateMail@dgs.virginia.gov) or contact the State Mail Manager (804) 236-3592.
- This contract is **mandatory use** for all **STATE AGENCIES** that wish to purchase or lease Mailing Machines. If the commodity or services available under this contract cannot be used by an agency, a request to purchase other goods or services of a similar nature **must** be submitted to DGS/DPS for approval. The Procurement Exemption Form is electronically available in eVA.
- Consumable supplies and scale options listed in this contract are also mandatory use.
- **Users are not required to replace existing mailing equipment as the result of "this" contract.**
- **Changes:** Any changes whether for increases or decreases in pricing, delivery terms or additional options must be approved by the Division of Purchases and Supply in advance of issuance of the purchase order. Disputes between the ordering agency and the vendor will be resolved in accordance with the terms of the contract and any change orders/renewals unless prior approval was granted by DPS. **IMPORTANT!** All price increases must be approved by the contract officer.

Contractor shall provide equipment, services, and support to meet the mailing needs of the customer. All equipment and services offered must meet the approval of the USPS®.

**This contract contains complete mail processing systems, other mail equipment, supplies and maintenance.** A full list of pricing can be located in the attached [price book](#). For additional questions regarding product specifications and services offerings, please contact the [Pitney Bowes Account Manager](#). For additional information on the contract, you may visit [NASPO ValuePoint](#).

**Meter Rental, Page 1**

**Mail Systems, Pages 2-8**

- Ultra Low Volume
- Low Volume
- Medium Volume
- High Volume
- Production

**Integrated Postal Scales, Page 9**

**Letter Openers, Page 10-11**

- Low Volume
- High Volume

**Letter Folders, Page 12-13**

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- Low Volume
- High Volume

**Inserters, Page 14-29**

**Folders/Inserters, Page 30-48**

- Low Volume
- Medium Volume
- High Volume
- Productions

**Envelope Addressing System, Ink Jet, Page 49-51**

- Low Volume
- Medium Volume
- High Volume

**Tabbers, Page 52**

- High Volume

**Pre-Sorting Equipment, Production, Page 53-58**

**Mail Room Furniture (General), Page 59-60**

***\*\*State Agencies must obtain ALL required VCE releases/approvals prior to purchase.\*\****

**Software, License and Subscription, Page 61-68**

***\*\*\*\*\*State Agencies must obtain ALL required VITA approvals prior to purchase. \*\*\*\*\****

**Software Consulting Services**

***\*\*\*\*\*State Agencies must obtain ALL required VITA approvals prior to purchase. \*\*\*\*\****

Design- For Production Equipment Only

Assembly/ Installation/Software Integration-For Production Equipment Only

**PRICING**

**See attached PDF/ EXCEL SPREADSHEET**

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